

Serious Injury Incident Form and Reporting Process Updates

Dear Child Care Providers –

On May 15th we emailed you to let you know that we had improved our serious injury reporting process as part of our continuing effort to increase access to quality child care for families in Tennessee.

This email is to again remind you that beginning June 1st you should submit serious injury reports using the electronic form linked to in this communication highlighted below. As of June 1st, you should no longer call, fax, or email in serious injury notifications. You only need to submit the electronic form when a serious injury occurs.

Based on the forms providers have submitted so far, we want to make sure providers understand the scope of what should be reported as a serious injury. Serious injuries are only those injuries requiring treatment by a medical professional (staff at hospitals, urgent care, clinics, pediatricians, etc.). **Providers should NOT submit serious injury forms when provider staff administer first aid to a child and no treatment is provided by a medical professional.**

Below are two important points related to the new electronic form.

1. **Effective June 1, 2019, you should submit all serious injury incidents using the link provided below.** When you use the electronic form to report serious injuries, you will receive a confirmation email within a few minutes of submitting. If you do not have internet access, please contact your PE for assistance. You can also find the link to submit the form on the Department's website under Child Care Services in the "Resources for Child Care Providers" tab.

Serious Injury Incident Report Form

2. **The form has been revised based on provider feedback we received after the form was soft launched on May 15th.** Thank you to all of the providers who sent us feedback. Based on your feedback, we made the following changes to the form:

- We changed the child's age field to a drop down with care level categories (e.g., infant (6 weeks through 12 months), toddler (13 months to 30 months), etc.)
- Providers will automatically receive a PDF copy of their serious injury incident form with their confirmation email for their records that has a Unique ID at the top of the document

Gathering accurate data about serious injuries occurring in child care settings will help us better understand those injuries so we can partner with providers to prevent them.

Thank you for the work you do for the families of Tennessee.

TDHS is committed to promoting early childhood environments that are safe, healthy, and educationally rich. Thank you for offering Tennessee families learning opportunities and environments that will help their children thrive.